Human Resources
2023 FAST Training

HR Process and Benefit Updates

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Today’s Topics

- HR Communications
- Offboarding Process Change
- Benefit Updates
- Employee Wellness Program
HR Communications

Charger Chat:
Your Human Resources Newsletter

➢ First edition was published in January 2023
➢ Look forward to a new edition each quarter!
➢ Contents will include:
  o Benefits & Wellness, Talent Management, Technology & HRIS
  o General HR announcements
  o New employees, Service Anniversaries, and Retirements
  o And much more!

Office of Human Resources  https://www.uah.edu/hr
We want to hear from you! Your feedback is important to us and will provide valuable insight into satisfaction and discover areas for improvement.

• Benefits Survey: Coming soon!
  • Online survey using google form
  • Completion will take approximately 8 to 10 minutes
  • Emailed to all benefits eligible employees
Updated Resignation Process

- It is vital that HR be made aware of all resignations upon notification to management. Early notification will help ensure that all offboarding requirements are complete prior to the last date of employment.

- Employees will begin submitting a google form after the resignation letter has been accepted by their supervisor or manager.

- Form will be available soon on the offboarding website.

- A member of the benefits team will begin meeting with terminating employees to conduct an out-processing on or before their last day.

- Additional information and detailed instructions will be available on the offboarding website soon.
Offboarding Process

All terminating employees are required to complete Offboarding procedures prior to their last day of employment.

➢ **Employee Responsibilities:**
  o Submit letter of resignation to supervisor/manager
  o Completion of resignation google form to notify HR (coming soon)
  o Coordination with applicable departments to be cleared for check-out
  o Completion of the Exit Form

➢ **Manager Responsibilities**
  o Completion of Employee Separation Checklist
  o Return to benefits@uah.edu

➢ **HR Responsibilities**
  o Provide COBRA insurance continuation options
  o Provide offboarding packet containing important benefit information
  o Conduct out-processing with terminating employee

Office of Human Resources

https://www.uah.edu/hr/offboarding
Employee Benefit Updates

New benefit programs and initiatives

- **Savi Student Loan Forgiveness Program**
  - Assistance with completion of the Public Service Loan Forgiveness (PSLF) application.
  - Income based repayment plans can provide financial relief by forgiving the balance of your loan tax free after 120 qualifying payments.
  - Visit [https://www.tiaa.org/public/tcm/uasystem/student](https://www.tiaa.org/public/tcm/uasystem/student) to calculate your savings and get started!

- **Teladoc Expansion**
  - Medical Plan participants are now eligible to receive treatment for mental health and dermatology care.
  - To talk to a board certified licensed doctor: visit [https://member.teladoc.com/alabama](https://member.teladoc.com/alabama) or call 855.477.4549

- **Retirement Plans**
  - Teachers Retirement System (TRS) webinars: April 3rd from 11:00-12:30 and April 14th from 1:00-2:30.
  - IRS limit increase for 403(b) and 457 (b) plans: $22,500 under age of 50/ $30,000 age 50+
Participating employees have the opportunity to receive a $200 in wellness incentives by completing the requirements by October 31, 2023.

- Complete Health Assessment, Biometric Screening, AND earn 400 total points to receive a **$150 wellness incentive**.
- All eligible employees who complete a biometric screening will receive a **$50 gift card** mailed to your UAH email address!

NEW! **Burnalong Fitness Application**: Earn points and meet your fitness goals!
- All eligible members have 4 free family accounts.
- Burnalong offers: health and wellness video classes spanning physical, mental, and financial wellness

Want to learn more?

- Visit our wellness website
- Read monthly Charger Fit Newsletters
- Enroll with HealthComp (formerly Gilsbar) for more information on point earning opportunities, wellness challenges, and resources.
- [www.hchealthbenefits.com](http://www.hchealthbenefits.com)
Regular Full-time Employees & Dependents are eligible
Five no-cost visits per year per episode
Services are confidential
Nationwide Network of Counselors
Legal and financial services
Adult and eldercare resources
Newsletters, webinars, tool kits, and more!

Uprise Health
Phone: 888.925.5327
https://members.uprisehealth.com/UAH/
24-hours a day 365 days a year
Family and Medical Leave Act

What is It?

- Provides 12 workweeks of leave for:
  - Birth of a child
  - Adoption or foster care
  - Serious health condition of employee, spouse, child, or parent
  - Qualifying exigency for a military member

- Provides 26 workweeks of leave for:
  - Serious injury or illness of a covered service member’s spouse, child, parent, or next of kin to employee

Family and Medical Leave Act provides unpaid, job-protected leave in a 12-month period.

- It also requires that employee's group health benefits be maintained during the leave.

- Serious health conditions incapacitates covered person for 3 consecutive days; chronic conditions that may require intermittent treatment.
Family Medical and Leave Act
Who Qualifies?

- An employee who has:
  - Worked at least 12 months;
  - Worked at least 1,250 hours of service in the previous 12 months;
  - Work at a location where the employer has at least 50 employees.

- Leave may be taken:
  - Extended (block of time)
  - Intermittently (as needed)
  - Unpaid
  - Paid
    - Accrued leave does not have to be exhausted
    - Runs concurrently with FMLA
FMLA: What is the Process?

**Employee**
- Notify Employer (HR and supervisor)
- Complete required forms
  - FMLA Request Form | Medical Certification | Intermittent Timesheet

**Department**
- Employee submits request form to supervisor or the employer may designate FMLA
- Submit ePAF for unpaid FMLA
- Intermittent Timesheet submitted monthly with supervisor’s approval

**Human Resources**
- Determine employee eligibility
- Notify employer and supervisor status of request
- HR Partner: LaTonya Cooley, HR Coordinator

Office of Human Resources
www.uah.edu/hr/policies-and-procedures
Leave of Absence

- Eligibility
  - Full-time, regular employee | One year continuous service
- General Leave of Absence
  - Granted for personal reasons
- Medical Leave of Absence
  - Granted for prolonged illness or medical condition
  - Medical certification required
  - Fitness-for-Duty Form upon return to duty
- Leave granted up to 6 months
- One time extension (not to exceed 6 months)
- Notify department 30 days in advance and complete request form
- Determination process | Review Staff Handbook

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